



DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA INDIAN HEALTH SERVICE



We will not accept faxed or emailed applications.

Applications mailed using government postage or through an internal government mail system will not be considered.

VACANCY ANNOUNCEMENT

SR-08-114

OPENING DATE

September 29, 2008

CLOSING DATE

October 10, 2008

POSITION

Nurse Specialist (UR/Case Manager)

LOCATION AND DUTY STATION

SHIPROCK SERVICE UNIT
Four Corners Regional Health Center
Nursing Administration
Red Mesa, AZ

NUMBER OF VACANCIES

One (1) PCN 5318-02

GRADE/SALARY

GS-610-11: \$64,198 - \$78,643 per annum

*Special rate under 5 USC 5305

APPOINTMENT

☒ Permanent

WORK SCHEDULE

☒ Full-Time

AREA OF CONSIDERATION

☒ IHS-Wide

PROMOTION POTENTIAL

☒ No known potential

SUPERVISORY/MANAGERIAL

☒ No

HOUSING

☒ Governing Housing available

TRAVEL/MOVING EXPENSE

☒ Relocation costs authorized

DUTIES: This position is located at Four Corners Regional Health Center (4CRHC), Nursing Services Branch, Emergency Room (ER), Sub Acute Care Unit (SACU) and Ambulatory Care Clinic (ACC). The primary role of this position is to serve as a Utilization Review Coordinator; incumbent assists in the determination of available third party resources through daily monitoring of patient admissions and works closely with social workers, physicians, business office (third party billing and contract health) staff and other health care providers to ensure implementation of appropriate discharge planning and bed utilization; incumbent also performs Case Management functions. **Utilization Review:** Develops, implements, evaluates and revises the Utilization Review/Case Management program to comply with hospital policy and procedures, JCAHO and HCFA requirements and various state and federal regulations; makes daily rounds of patient care area to review charts for appropriateness, completeness and timeliness of documentation by providers; ascertain documentation meets criteria established for severity of illness and intensity of services. Maintains records and monitors health care and programs that are in place; conducts regularly scheduled analysis of these systems, identifies deficiencies and assists in developing plans for corrections; reviews for correct final diagnosis problems with Medical Records Supervisor, Medical Intermediaries and Physicians; keeps files and records of all pre-certified cases, second opinions for surgical cases and monitors elective admissions. Keeps logs on all prospective payment cases for use in trending and data collection; works closely with Business Office records, Administration in reviewing cases for necessary follow-up on claims; participates in hospital contract review with Professional Review Organization (PRO) when contract renewal comes up for an addendum is necessary; act as liaison between the facility's patients in the Navajo Area Indian Health Services (NAIHS) and/or other health care facilities. Effectively communicates data analysis results and other appropriate information to the staff/management for the purpose of improving patient care and to evaluate provider performance; participates in interdepartmental CQI activities to assist staff in quality resolution of issues and in fostering program integration; work contributes to the quality of patient care and documentation procedures. **Case Management:** Maintain a system of tracking referred patients for admission in other health care facilities and performs chart reviews to determine timelines of requested services to facilitate the return of patients, or other health care facilities or discharge to home; reports to providers and discusses appropriateness of diagnostic and treatment procedures and best placement of each patient considering diagnoses, prognoses, and services available. Participates in case conferences between various disciplines, families and agencies involved in the patient care plans; assist patients in understanding, accepting and adjusting to complications of diagnoses and treatment, and accepting responsibilities for medical care and treatment; interprets for patients, family and providers when applicable. Works closely with other IHS/Non-IHS Case Manager or Discharge Planner/UR and Business Office staff or necessary follow-up on claims and identifying long term disability patients; participates in Contract Health care meetings; collects relevant data for program evaluation including service utilization, identified problems and status of resolutions, patient satisfaction, etc.; summarized reports are submitted to the Quality Manager on a monthly basis; monitors contracts compliance by other health care facilities. Coordinates available resources for identifying, mobilizing, and utilizing those resources to meet the patient's needs; arranges and facilitates patient-care conferences with providers, patient, and/or patient's family as needed. **Patient Advocate:** Functions as Patient Advocate to ensure Guest Relations throughout 4CRHC facility; incumbent is expected to be alert to potential guest dissatisfaction through review of inpatient charts and interviews with patients, family members, and hospital staff; incumbent notifies Supervisor of adverse patient outcomes (APO's) and or potentially compensated events (PCE's) discovered during any review of patient-care documentation; communicates patient complaints to Northern Navajo Medical Center patient advocate and resolve concerns as possible.

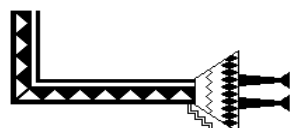
QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS:

POSITIVE EDUCATION REQUIRED: Yes

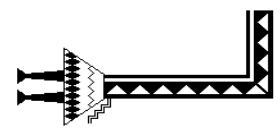
LICENSURE REQUIRED: Yes

BASIC REQUIREMENTS: EDUCATION – Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant.

REGISTRATION: Applicants must have active, current registration as a professional nurse in a State, District of Columbia, the Commonwealth of Puerto Rico, or a Territory of the United States. Applicant must submit a copy of their active, current registration.



THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT



IN ADDITION TO BASIC REQUIREMENTS:

GS-11: 52 weeks of professional nursing experience equivalent to at least the GS-09 level.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, professional nurse experience must have been equivalent to at least the next lower grade level. Knowledge of medical care, treatment, procedure plans and length of stay with specific emphasis on Diagnostic Related Groups (DRG's) in order to optimize billing thus determining under or over utilization of resources.

OTHER SIGNIFICANT FACTORS: This position is covered under the Indian Child Protection Act and is hereby designated an authorized child care position subject to P.L. 101-63

PHYSICAL DEMANDS: Most work is sedentary. There may be some walking, standing, bending, stooping and carrying of items. Occasional lifting is required in transporting audiovisual aids.

WORK ENVIRONMENT: The work environment involves normal, everyday risks, typical of such places as office, meeting and training rooms. On a routine basis, incumbent goes into the six bed ward area of Four Corners Regional Health Center to talk with medical providers, nurses and other clinic staff, to conduct studies, and to evaluate UR, CM, and/or Patient Advocate needs of professional and paraprofessional staff through observation of their activities with patients.

CONDITIONS OF EMPLOYMENT: Immunization Requirement – all persons born after 12-31-56, must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals, who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position, which requires regular work at a Service Unit.

SELECTIVE PLACEMENT FACTOR: Applicant must possess active, current registration as a professional nurse in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a Territory of the United States. (Attach copy of licensure).

TIME-IN-GRADE REQUIREMENTS: Candidates applying under the provisions of the Excepted Service Examining Plan may be appointed without regard to time-in-grade requirements. Candidates applying under the provisions of the Merit Promotion Plan must have completed at least 52 weeks of service at the GS-09 level to qualify at the GS-11 level.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after-competitive appointment, time-in-grade (if applicable), and qualification requirements by the closing date of the vacancy announcement.

●●● NOTE ●●● Refer to OPM Handbook Qualification Standards Operating Manual or the IHS Excepted Service Qualification Standards, Series 0610, for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information, contact your Servicing Human Resources Office.

WHO MAY APPLY: Merit Promotion Plan (MPP) Candidates. Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the Competitive federal service), and from current permanent IHS employees in the Excepted federal service who are entitled to Indian Preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted service employees and Competitive service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates MUST indicate on their "Application for Federal Employment" whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Merit Promotion Plan, or both.

COMMISSIONED OFFICERS: Commissioned Officers may indicate an interest in being considered by submitting a resume. Commissioned Corps applicants will be evaluated by the Human Resources Office against the applicable Preston Standards or the Civil Service Standards if no Preston Standard exists. These applicants must describe the experience gained in their two most recent positions and provide the dates they occupied those positions.

In addition, Commissioned Corps applicants must also provide information regarding education, including degrees obtained and schools attended by submitting official transcripts and they must include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcements, those applicants must submit specific information related to any knowledge, skills, and abilities that are being used as selective factors. Commissioned Corps applicants may also be required to submit proof of Indian Preference and proof of possession of the appropriate license.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans' Readjustment Act, the severely handicapped, or those with a 30% or more compensable service-connected disability).

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION (CTAP).

If you are currently a DHHS employee who has received a Reduction-in-Force (RIF) separation notice or a Certificate of Expected Separation (CES), you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a CES and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualifications for the position, any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee, you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from Office of Personnel Management (OPM) or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submit a Standard Form 50 that indicates "Retirement in lieu of RIF;" or
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
 - OR**
 - B. Former Military Reserve or National Guard Technicians who are receiving a special OPM disability retirement annuity under section 8337(h) or 8456 of Title 5, United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factor, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities, which are related to this position. To receive full credit for your qualifications, provide a narrative statement of training, awards, hobbies, self-developed achievements, and any other aspects of your background as they relate to the knowledge, skills, and abilities (KSAs) outlined below and show the level of accomplishment and degree of responsibility.

The KSAs in your narrative statement will be the principle basis for determining whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. Knowledge of ICD-9-CM, ICD-10, CPT, automated DRG grouper and case mix index.
2. Knowledge of Medicare & Medicaid regulations and guidelines.
3. Ability to collect and analyze data, and reach conclusions.
4. Knowledge of medical terminology.

HOW AND WHERE TO APPLY: All applicants must submit the following to Four Corners Regional Health Center, HCR 6100 Box 30, Teec Nos Pos, AZ, by 4:30 p.m., on the closing date.

1. OF-612, Optional Application for Federal Employment; or
2. Resume; or
3. Any other written application format

Plus:

- BIA Form 4432, if applicable.
- OF-306, Declaration for Federal Employment.
- Addendum for Child Care & Indian Child Care Worker Positions Form.

- Any other necessary documentation pertinent to the position.

A copy of an official Bureau of Indian Affairs Indian Preference Certificate, BIA Form 4432, signed by the appropriate BIA Official, **must be submitted if the applicant claims Indian Preference**. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 4432, but must state that such documentation is contained in their Official Personnel Folder.

VETERANS: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of active service may apply.

“Declaration for Federal Employment” (OF-306), and **Addendum** for Child Care & Indian Child Care Worker Positions form must be completed and submitted with **original** signatures to determine your suitability for Federal employment, to authorize a background investigation and to certify the accuracy of all the information in your application. Responding “yes” to any of these questions can make you ineligible for employment in this position. If you make a false statement in any part of your application, you may not be hired, you may be fired after you begin work, or you may be fined or jailed.

For more information, contact: Paula Williams, Human Resources Specialist, at (928) 656-5011; Email: paula.williams2@ihs.gov.

INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS: Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the Human Resources Office to make a determination that you have the required qualifications for the position. Specifically, the information provided under #7 (High School), #8 (Colleges and Universities), and #9 (Work Experience) would be used to evaluate your qualifications for this position. **FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.**

1. Announcement Number, Title and Grade of the job for which you are applying;
2. Full name, mailing address (with zip code), day and evening phone numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veterans’ preference: indicate if you are claiming preference; attach DD-214. Preference is not applicable to current DHHS permanent employees (Federal employees with competitive status or reinstatement eligibles);
6. Highest Federal civilian grade held (give series and dates held; attach SF-50, if applicable);
7. High School: Name, City, State (zip code, if known), and date of diploma or GED;
8. Colleges and Universities: Name, City, State (zip code, if known), Majors, Type and Year of Degrees received (if no Degree, show total semester or quarter hours earned); attach official transcript;
9. Work Experience (paid and non-paid) – Job title, duties and accomplishments, Employers’ names and addresses, Supervisors’ names and phone numbers, starting and ending dates (month/year), hours worked per week, and salary;
10. Indicate if we may contact your current supervisor;
11. Job-related training courses; skills, certificates, registrations, and licenses (current only), honors, awards, special accomplishments, etc.

NOTE: Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veterans’ preference determination, Indian preference, education, training, and/or experience. **THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION.**

REASONABLE ACCOMMODATION: This agency provides accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

ADDITIONAL SELECTIONS: Additional or alternate selection may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographical location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal government, you must (subject to certain exemptions), be registered with the Selective Service System.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS, SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTIONS OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

/s/ Paula Williams

Human Resources Clearance

September 24, 2008

Date

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER SR-08-114. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS ARE TO BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS HUMAN RESOURCES OFFICE AND WILL NOT BE RETURNED.

SUPPLEMENTAL QUESTIONNAIRE
Nurse Specialist (ER/Case Manager), GS-610-11

1. **Knowledge of ICD-9-CM, ICD-10, CPT, automated DRG grouper and case mix index.** This is the knowledge of all aspects of both outpatient and inpatient code guidelines for coding procedures and diagnosis. This knowledge also includes case index. What in your background would indicate that you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

2. **Knowledge of Medicare & Medicaid regulations and guidelines.** This is the knowledge and ability to audit patient chart, ensuring compliance with Medicare & Medicaid, in accordance with the rules and regulations. This also includes the knowledge of the general operating procedures of private insurance plans. What in your background would indicate that you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

3. **Ability to collect and analyze data, and reach conclusions.** This is the ability to collect and organize factual information, and to interpret and evaluate it in a logic manner, in order to arrive at objective, supportable conclusions or recommendations. What in your background would indicate that you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

4. **Knowledge of medical terminology.** This is the knowledge of medical terminology, and the science of human and physiology treatment procedures as it relates to medical procedures, diagnosis, severity of illness and length of hospitalization. What in your background would indicate that you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

C E R T I F I C A T I O N

I certify that all of the statements made in the above questionnaire are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Signature of Applicant

Date